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CIRCULAR NO. A-

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal employee parking facilities

1. Purpose. This Circular establishes a uniform policy governing the acquisition and assignment of and charges for employee parking facilities.
2. Coverage. The provisions of this Circular apply to all Federal employee parking facilities under the jurisdiction of the executive branch, excluding the Government of the District of Columbia and the United States Postal Service.
3. Background. Recent Comptroller General's rulings authorize agencies under special circumstances to use funds appropriated for general administration expenses to lease parking facilities for Federal employee use. Those rulings would permit substantial increases in the provision of parking facilities and in the number of employee automobiles used in commuting to work at a time of national concern over the environmental impact of the automobile in urban areas.

Any Government action that would increase the use of automobiles in metropolitan areas also would be inconsistent with the Federal programs to assist in the development and effectiveness of public mass transportation systems in urban areas. Such action would tend to defeat the objectives of those systems which include decreasing pollution and traffic congestion while providing fast and economical local transportation.

A general employee parking policy is needed that would reflect appropriate consideration of the above factors, be equitable with respect to all employees and provide assurance that agency requirements and operating effectiveness are not hindered by the lack of adequate employee parking facilities.

The justification for providing parking facilities for use of Federal employees cannot be related to or intended to confer any financial advantage on those who are provided such facilities. Therefore, a basis for reimbursement for use of such facilities needs to be established which will be fair to the Government and equitable with respect to all

employees. Since the cost of parking facilities must be included in an employee's total cost of transportation by automobile between his home and post of duty, the Government should not undertake to assume these costs for a select group of employees who are provided Government-owned or leased parking facilities. To do so confers significant benefits which amount to additional compensation that is not available to other employees who use public transportation or who pay for commercial parking facilities.

4. Policy for employee parking. It is the general policy of the executive branch that employee parking facilities provided at Federal installations owned or leased by the Government should be limited to the minimum necessary to avoid impairment of the operating efficiency of the Federal Government. Parking facilities at Federal installations may be made available for Federal employee use when not required for official vehicles or other official needs and parking facilities may be acquired when necessary for effective operation of the agency as authorized by paragraph 6, herein, provided that employees authorized to use Government parking space shall make reimbursement for costs in accordance with the provisions of this Circular.

The Government shall recover costs as defined in paragraph 5, herein, where the parking facilities provided are for employees working in areas served by public transportation and at times when such service is available. An area will be considered to be served by public transportation if such transportation is available at appropriate times within a reasonable walking distance of the employee's work place even though such transportation may not be available within walking distance of the employee's residence. Reimbursement shall also be required when the installation is not served by public transportation if free parking on private or Government property is not available within reasonable walking distance to accommodate all Federal employee parking requirements.

5. Establishing Government costs for reimbursement. The General Services Administration will establish the rates to be charged for Government-furnished parking areas in federally owned and leased facilities with the objective of recovering costs in accordance with this Circular. In localities where the Government leases parking space, rates computed for this space should also be used for comparable Government-owned facilities in order to avoid the need for complex calculations and assure uniformity of fees between comparable leased and owned facilities in the same vicinity.

Agencies which operate parking facilities will charge the rates established by GSA pursuant to this Circular.

In the case of federally owned properties, total costs include the following items as applicable:

- a. An allocation of the current market value of the space over the useful life of the facility.
- b. Operation and maintenance.
- c. Imputed real estate taxes.
- d. Imputed insurance premiums.
- e. Imputed rate of return on private investment (average before taxes and inflation) applied to current market value.
- f. Any other relevant costs.
- g. Cost offset--residual value at end of the programmed use of the facility.

In the case of leased facilities, total costs include the following items:

- a. Lease payments.
- b. Repair and improvement (if not included in lease payment).
- c. Operation and maintenance (if not included in lease payment).
- d. Any other relevant costs.

6. Acquisition of facilities for employee parking.

a. Leasing. The leasing of space for parking facilities will be accomplished by the General Services Administration in accordance with the provisions of the Federal Property and Administrative Services Act of 1949, as amended. Leasing of additional parking facilities for use by Federal employees normally will be limited to those contained within the buildings occupied by the Government and in proportion to the amount of the total building space occupied by the Government. In those instances where the building owner has met zoning regulations by providing offstreet parking in an adjacent lot or parking structure rather than within the building proper, the same restrictions apply as those to

leasing parking facilities within the leased building. An exception to the above limitations may be approved by the Administrator of General Services if the agency head determined that the acquisition of additional parking facilities is necessary to avoid impairment of the operating efficiency of his agency. If the Administrator disapproves such a determination he shall advise the agency head in writing of his intended course of action and notify him that he may within thirty days make a written request for review of the matter by the Director of the Office of Management and Budget.

b. Construction. In the construction of new Federal buildings, parking facilities will be limited to those required for official and service vehicles, for persons having business with the Government and for such employee parking as is necessary to avoid impairment of the operating efficiency of the agency. However, if the local planning policies and zoning regulations require the provision of offstreet parking, not more than the minimum space required by these regulations and policies will be provided. In the latter case, those parking facilities not required for official or visitor vehicles, will be made available for employee parking.

7. Assignment of parking facilities. The General Services Administration or other agency in control of parking facilities at Federal buildings and on other Federal property, including leased property, shall allocate such facilities among affected agencies. Agency heads shall be responsible for the assignment of available parking spaces, including those available for employee parking. The following is the order of priorities to be observed in the allocation and assignment of parking facilities:

- a. Official vehicles.
- b. Service vehicles.
- c. Visitor parking.
- d. Employee vehicles.
  - (1) Physically handicapped employees.
  - (2) Employees who work long and irregular hours.

(3) Carpools.

(4) All others.

8. Implementation. The General Services Administration will issue general regulations implementing the policies contained herein, and will notify agency occupants of federally owned or leased installations of the parking facility costs which are reimbursable to the Government if assignment is made for employee parking of privately owned automobiles. Notification to all affected agencies will be completed by December 31, 1972. The head of each agency will:

a. Issue appropriate regulations to implement the policy contained herein and the regulations issued by GSA.

b. Give full cooperation to representatives of GSA responsible for collecting the necessary data and conducting the surveys required to establish parking rates.

c. Establish schedules for employee parking fees in accordance with this instruction to be effective July 1, 1973. When increases in parking fees will exceed 25 percent, the adjustment may be made in quarterly increments but no quarterly increment should be less than a \$5.00 per month increase except for the final quarterly increase. In no instance will the full parking fee reimbursement be delayed beyond June 30, 1974.

DIRECTOR